

State of Utah
Division of Fleet and Surplus Services

12-15 Passenger Van
Daily Inspection

Date: _____ Signed: _____

Make sure these things are in good working order on a daily basis before driving:

- q Tires (Front wheels must not have recapped or re-grooved tires)
 - Gage reading Front _____ Back _____

Comments: _____

- q Wheels and rims

Comments: _____

- q Coupling devices (if present)

Comments: _____

- q Emergency equipment

Comments: _____

- q Access Doors and Panels

Comments: _____

- q Signaling Devices

Comments: _____

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12-15 Passenger Van
Weekly Inspections Sheet

Date: _____

Signed: _____

q Fluid Levels

Comments:

q Hoses

Comments:

q Belts

Comments:

q Lights

Comments:

q Dials

Comments:

q Gauges

Comments:

q Ventilation

Comments:

q Windows and Mirrors

Comments:

q Horn

Comments:

q Steering Mechanism

Comments:

q Parking Brake

Comments:

q Windshield Wipers

Comments:

q Lights and Reflectors

Comments:

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**12-15 Passenger Van
Pre-Trip Inspection**

Date: _____ Signed: _____

- q All occupants must wear seat belts at all times.
 - The van driver is responsible to make sure each passenger is seat belted at all times while the vehicle is in operation.Comments: _____
- q Check Passenger Weight Distribution.
Comments: _____
- q Store loose items.
Comments: _____
- q Do not block windows with Coats/Pillows/Blankets.
Comments: _____
- q No baggage cargo may be carried on the roof of any 12 or 15-passenger van.
Comments: _____
- q Drivers are encouraged to place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.
Comments: _____
- q Passenger Check-In Manifest used when transporting minors.
Comments: _____

Reminder

1. No driver of a 12 or 15-Passenger van shall exceed 65 miles per hour no matter the posted speed limit.
2. No cell phone usage is allowed by the driver while engaged in the operation of the vehicle.
3. All state laws and administrative rules must be followed at all times.

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2-15 Passenger Van
Passenger Check-In Manifest

Date: _____ Signed: _____

Passenger Name	Emergency Contact	Return Trip Waiver